

POLICY**EQUIPMENT ACCOUNTABILITY**

Employees of the Michigan Department of Health and Human Services (MDHHS) are responsible for the proper care and use of any equipment assigned to them, used by them, or under their direct or constructive care. Employees should recognize that all equipment assigned to them, used by them, or placed in their custody remains as property of the State of Michigan (SOM).

- Employees shall use equipment for official SOM work only.
- Employees are not to use state equipment for personal use. Streaming of music, or downloading of videos, games, or any unauthorized applications is strictly prohibited.
- Employees shall not abuse or negligently damage or lose such items.
- Employees shall not leave their equipment in vehicles or unattended areas.
- All SOM cellular devices must be enrolled in Mobile Device Management (MDM). This can be verified by locating the app MaaS360 on your cellular device.
- All SOM cellular devices must have **Find my iPhone** turned on at all times.
- Employees shall not use iCloud. [This is not allowed by Michigan Cyber Security.](#)

Employees will be required to complete the following DHS forms for existing and newly issued equipment:

- DHS-124, Mobile Device Usage Policy.
- DHS-923, Chain of Custody.
- DHS-924, Smartphone Equipment Signoff.

Examples of equipment that may be assigned to DHS personnel include:

- Desktop, tablets or laptop computers.
- Printers.
- [External memory devices.](#)
- Cell Phones and accessories.

- Mi-Fi.
- Or other electronic devices.

Note: If equipment items are unaccounted for, lost, stolen, destroyed, or damaged by carelessness, irresponsibility, negligence, or design on the part of an employee, replacement or repair may be at the individual's expense.

PROCEDURE

1. DHS supervisor's shall physically inspect and account for, any state equipment assigned to staff under their supervision. The supervisor will also conduct an audit annually.
2. It is the employees responsibly to immediately report any equipment items that are unaccounted for, lost, stolen, destroyed, or damaged to their supervisor. For lost or stolen iPhones the DHS supervisor will call the Department of Technology Management and Budget (DTMB) helpdesk and ask for the smart device support team who can assist with locating lost equipment.
3. Prior to DHS onboarding replacing any equipment, workers are required to complete and submit to DHS-Onboarding@michigan.gov:
 1. DTMB-52, Lost or Stolen Equipment Report.
 2. Online accident or incident report found on the [DHSNet/Human Resources/Links/Incident Report](#).
 3. A copy of the signed DHS-124, Mobile Device Usage Policy.
 4. A copy of the policy report (for stolen equipment). If an official report cannot be obtained, alternative documentation may be submitted (for example a signed affidavit).

Staff must also provide their supervisor a written explanation of the lost, damaged, stolen, or destroyed equipment. The supervisor will forward this statement along with their recommendation for the staff's financial responsibility of replacement costs to the supervisor of onboarding services within 48 hours of receipt of the report.

4. Failure to report unaccounted for, lost, destroyed, stolen, or damaged equipment within the prescribed timeframes shall be cause for corrective action, up to and including dismissal.
5. In addition to reissuing the iPhone the decision as to whether the employee will reimburse the state will be at the discretion of the Director of the Bureau of Organizational Services in consultation with the county/district manager.